

Weekly Report to the City Council for the Week of

March 7- March 11, 2016

Administrator-

No weekly report-out of office week of 3/7-3/11

Planning and Zoning

Weekly Report for the Week Ending March 11, 2015

3/7/16 Approved a Zoning Certificate Application from Zellisha Burgess Tyler for a new shed on the property located at 1306 E. Cypress Street.

3/7/16 Received an email from Matt Morris with Matt Morris Engineering for a modification to O'Reilly's Auto Parts storm water system to relocate their discharge. Instead of discharging to the box at the corner of 11th and Oak, they would like to go straight back into an existing ditch that runs in the City right-of-way

3/7/16 Attended a pre-application meeting with FDOT and the County for a new fire station and administration building that is being proposed on the property located at 154 N. Polk Avenue, Parcel # 25-37-24-0012-0240-0010. FDOT is requiring the County to revise the site plans and possibly ask the City to Vacate the Alleyway between the properties. A new meeting will be scheduled when the County has the revised plans.

3/8/16 The Historical Preservation Commission held their meeting. They discussed having the ordinance for local governments that was drafted and revised by TJ Wohl, and the final draft of the guidelines on the next agenda.

3/8/16 The Planning and Zoning board held their meeting. The board recommended approval of rezoning the property for Ted Zolkos with Turner Realty for the property located at 102 N. Brevard Avenue from P-1 to B-3. This rezoning was an amendment to application for the property located at 110 N. Brevard Avenue.

3/8/16 Received a Major Site Development Application from James Bushouse, Inc. for Mac Martin to build eleven (11) dwellings, with 9,328 square ft., and twenty one (21) parking spaces. The property is located at 210 E. Magnolia Street and is in the Historic District. 3/9/16 Sent a set of plans to Jeff Schmucker and delivered a set of plans to Juanita Gaitan, County Fire Marshal. A DRC meeting will be set and a member of the Historic Preservation Commission will be asked to join the Development Review Committee for their comments.

3/9/16 Received a revised site plan to amend the storm water/drainage system for O'Reilly's Auto Parts Store from Matt Morris Engineering. They will be modifying to relocate the discharge to an existing ditch instead of the corner of Eleventh Avenue. Mr. Morris was asked to please provide four sets of signed and sealed plans with these revisions to the City and then we will issue a revised approval letter. 3/11/16 Received the signed and sealed plans from Matt Morris.

3/10/16 Received a ROW Application from Century Link to place service wire in the City ROW with one 45ft. DWB and one 35ft. road bore at 1011 E. Oak Street. 3/11/16 Approved.

3/10/16 Received the site plan from Southern Automotive for the Special Approval request for the proposed auto sales business at 22 S. Orange Avenue. 3/11/16 An email with the attached site plan was sent to Juanita Gaitan asking for her comments or concerns with the site plan that was provided.

3/11/16 Received a Local Business Tax Receipt for a new business. The business will be C&J Screening and it will be a mobile business.

Continued to renew the City of Arcadia Local Business Tax Receipts.

Answered planning and zoning questions from the public.

WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF

March 6, 2016 – March 12, 2016

Code Enforcement

3/9 – Follow up on Holly Parrot RV has revealed that she still has a current paper tag and may still be extended up another 30 days.

3/10 – I worked on lien reduction procedure. I have obtained information from DeSoto County on their procedures. I have also gathered info from other surrounding cities.

3/11 I met with the owners of Latin Tires and BarnHills Barber Shop. Both parties agreed to split the cost of the shell rock and grading of Barnhills parking lot. Poles with chains in between them will be placed along the property to keep the semi trucks from entering their property. The owners of Latin Tires have also been told to inform their customers that they will be cited if they drive semi trucks down Oak Street.

Code Enforcement Action Counts

For Date Period From 03/06/2016 Through 03/12/2016

Action	Count
Case Notes	24
Courtesy Notice	16
Verbal Warning Given	4
Other	1
Re-Inspection	1
Total	46

Code Enforcement Violation Counts

For Date Period From 03/06/2016 Through 03/12/2016

Violation	Count
Delinquency or Failure to Obtain License (a)	11
Occupational License required (1)	5
Permit required (92)	1
Noises	1
Abandoned or Inoperable Vehicle	1
Total	19

Airport

To: Mr. Stewart, City Administrator

From: Shelley Peacock

Date: 3/11/16

WEEKLY REPORT FOR THE AIRPORT

Waiting to receive V-10 part for dispenser at airport. At this time this part does not cause a leak, it is a part that every other morning the Berry's have to tighten. This part becomes loose and needs adjusted regularly.

Preparing FAA reimbursement no. 2 for Airport Master Plan & Airport Layout plan.

FAA advised me they will need a ICE (Independent Cost Estimate) for the taxiway B Project. This engineer will need to give an approximate design cost.

I believe this cost is usually 1,000-1500 to have an engineer give an ICE. I will obtain (3) quotes. This cost will be reimbursable once grant is received.

Per FDOT, City needed to update JACIP website Project list. Added drainage for our turf runway to the project list, also added taxiway B design to the list. I contacted Mike Moon to give me the estimated cost to list for those two projects. His cost is an estimated cost that is figured on the high side listed in the project cost category.

Working on quotes for 60X60 metal maintenance buildings. This building can allow more space and operations to take place at our airport. The quotes that I receive will be a standard with an opening that will allow entering the full width of the building as much as possible. Several quotes will be obtained for height. So far I have been working with Dean Metal Buildings from Ft. Myers.

Worked with Anthony IT and Fuel Master to re-direct file location and backup to City server. This will allow all fuel transactions that are city records to be backed up on city share drive.

Still working on some minor issues due to our server. Beverly had called twice saying she couldn't run a report due to server being down, problems were taken care of twice with the help of city contacting Anthony and Fuel Master.

Collecting rent for March.

Also sent over all payment information and addresses of our tenants at the airport to Amanda in finance to be billed by new updated munis system.

Responded to Beverly's email regarding the runway light out at the end of runway 24 by bringing her the box of replacement bulbs to be replaced. While I was out there driving around looking at runway lighting I noticed a light cover that was white when it should have been yellow, as I got closer to it I noticed the lens cover was not the same as the others and realized this was a mason jar over the bulb. Not sure what happened to the correct lens cover. This stood out with it having a mason jar over the light and it was white when all other lights were yellow. Berry's did not mention anything about this. I plan to call Baja Electric to order new lens covers some yellow and some blue so we have extra on hand in the event something happens again.

Emergency approval from Finance to replace the filter vessel that holds the filter at the fuel farm. Berry's informed me of a leak that had been going on for a while. I was told it first started out with just a "trickle" but now more than just a "trickle". I called Wesley with World Fuel, he said this was replaced when all of the work was done before. He sent quote for new one for \$369.50 Finance had to open an account for the airport to order. Account is with Ascent Aviation Group and part is ordered. At this time a bucket is being used to contain the fuel that is leaking.

City Maintenance Jeff will be able to install filter vessel.

Received confirmation from FAA as it relates to Eagles Vistas wanting to have a travel trailer for security. FAA order 5190.6B, Airport Compliance Manual, paragraph 20.3. Residential use is incompatible with airport operations due to noise and or potential safety reason. FAA will not concur with the request to locate a travel trailer on airport property.

City Maintenance Jeff has checked out the leak at the hose reel . He took part to Lous and they added threading to the wore out universal swivel. This is a temporary fix, I received another quote for the electrical hose reel from Wesley. Will ask for permission to purchase electric hose reel, I have 3 quotes. Once the electric hose reel is fixed, it will come with a universal swivel so this problem should be resolved.

Received a quote to have Airport website created and adding all of the Pilot features that are helpful for pilot's making their flight plans. Also important contact information that is needed for the website along with a calendar for upcoming events.

Ongoing help from Public works Director Steve and City Garage Supervisor, Bobby and their staff helping with opening doors that went to storage rooms, changing filter on four wheeler, James helping with mowing and making sure airport looks nice, Jeff and Tim from city garage maintaining the up keep on the tractor and batwing that is attached to the tractor.

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, March 14, 2016

Subject: Weekly report for Finance for week of March 7 - 11, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$145,425.93

Meter Deposits - \$1,950.00

Airport Rent - \$0.00

Golf - \$11,658.83

Mobile Home Rent & Laundry – \$8,010.75

Building Permits - \$125.00

City Fines: \$3,559.52

Cemetery - \$0.00

Misc - \$1,521.51

Business Licenses - \$607.50

State of Florida - \$0.00

Payroll:

N/A

Accounts Payable:

- Entered 84 invoices and processed 33 operating checks in the amount \$120,928.95

- Paid 4 checks for Airport – \$365.13
- Issued 15 Purchas Orders
- Issued 5 Blanket Purchase Orders

Updates on projects and tasks:

- Continued 2014-15 audit work – Auditor waw here on March 1st and 3rd.
- Closing date for Bids for Pothole Patcher Bid was Friday March 4.
- Continued with General Inventory – site visits for departments to begin shortly.
- Staff registered to attend Unclaimed Property Workshop in Tampa – 3/23/2016

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: March 11, 2016

Re: Weekly Report

During the week of March 7 – March 11, 2016, I performed the following:

- attended the weekly staff meeting on Monday, March 7, 2016, and updated the Action Item Review Registry
- finished compiling the March 15, 2016 City Council packet and made copies of same to be placed in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients. Compilation of the current check warrants was also completed and same was placed, along with the Council packet and Council agenda, on the City's website. I then scanned and uploaded the individual agenda items to the laptop in the Council Chambers in preparation of the City Council meeting
- researched deeds through the Property Appraiser's website regarding rodeo grounds and communicated my findings through an e-mail to the City Administrator
- researched agreements regarding old football field
- contacted Florida League of Cities regarding webinar as such pertains to annual ethics training; received various opportunities and provided same to City Council Members
- contacted City Attorney regarding the issue of dual office holding as such may pertain to an individual who has applied to be on a City board

- communicated with IT regarding issues throughout City Hall and Waste Water Plan which included no access to calendars, inability to save word documents, no internet and inability to send or receive e-mails
- transcribed minutes from notes and disc of the March 7, 2016 Property Maintenance Standards Review Committee meeting, the March 8, 2016 Historical Preservation Commission meeting and March 8, 2016 Planning and Zoning Board meeting
- prepared amended City Council agenda for the March 15, 2016 City Council meeting as such relates to the stormwater piping issues on Potter Avenue; compiled related packet amendment information and provided same to City Council, department heads and other interested parties
- started preparing agenda and compiling packet for April 5, 2016 City Council meeting; reviewed correspondence from LifeLink Foundation, Inc. requesting we issue a proclamation recognizing Donate Life Month; prepared proclamation and corresponded with LifeLink Foundation, Inc. to determine whether anyone would be at City Council meeting to receive proclamation
- prepared monthly committee report for City Council and forwarded same to City Administrator
- attended the Ridge League Dinner with Councilmember Wertz-Strickland and Human Resource Manager Lowe
- scanned various agreements and resolutions and filed in appropriate computer directory and hard files

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Human Resources

INTER-OFFICE MEMORANDUM

DATE: March 11, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – March 7 – 11, 2006

Attended and participated in the weekly Director's Meeting on Monday morning, March 7.

The two (2) part time positions in the Streets Department for the pothole detail have been filled. One employee has begun employment and the second will begin on March 14.

Efforts continue to hire a full time Laborer in our Sanitation Department and in the Parks Department. I am also trying to fill a part time position in the Parks Department. All positions have been posted with Career Source Heartland.

A memo has been sent to selected employees asking them to be a part of the Safety Committee. Most have responded and are willing to participate. Efforts will begin to have this committee operational by June 1.

I met with Beth Carsten, Ashley Killmon, and Frederica Daniels for the Annual Actuarial Valuation Report and Meeting on Thursday, March 10. Very good information was received this year. Efforts are being made to provide information to participants on a timely basis. Also, information has been provided that will allow me to give participants additional information on the early retirement factors and the optional payment factors.

My efforts continued this week to complete position descriptions and get them forwarded to Ms. Wingo. Also, I continued to gather requested information for Ms. Wingo for our study.

Water Treatment Plant

Weekly Summary Week Ending 3-12-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- March 5, 2016 (Saturday) – Opened GST top hatch to air out CL2 fumes. Blew off sidewalks and inside generator. Adjusted road prism flusher times down to 10 minutes run time.
- March 6, 2016 (Sunday) – Polish lab cabinets. Refilled lab titrants. Redzone setting up in morning. Flush behind tractor supply.
- March 7, 2016 (Monday) – Change filters for chem scans. Salt delivery hosed down salt tank and area. Clean, sweep, vacuum, water plant.
- March 8, 2016 (Tuesday) – Made up new batch acid cleaner for chem scans. Clean, sweep, vacuum, water plant. Hose salt area.
- March 9, 2016 (Wednesday) – Change out chemicals for chem scans. Refill ammonia day

tank. Hose down salt area. Flush and take sample from 122 S. Lincoln ave and behind the FDOT building. Wiped everything down in chem scan room. Hose clean front facing side of building for bugs and dirt.

- March 10, 2016 (Thursday) – Flushed hydrants around N. Polk and Oak St. Opened GST top hatch. Hose down salt area. Replaced solenoid on number three anion. Clean sweep, mop, vacuum, water plant. Clean bathroom.
- March 11, 2016 (Friday) – Adjust flusher times at road prison. CL2 delivery 638 gal. Clean front and side of buildings windows exterior. Made up new chemicals for chem scan.

Weekly Summary Week ending 03-11-16 Systems Department

Fred Lewis, Lee Snyder, Charlie South, Chris White, Gary Crites, Sam Hand

- February 05, (Saturday) - Normal Systems Operation.
- February 06, 2016-(Sunday)-Normal Systems operation.
- February 07, 2016-(Monday)- We did a 4" sewer tap at 126 Oakridge . We then flushed free a camera for red zone on Citrus .
- March 08, 2016-(Tuesday)- We located manholes for red zone.
- March 09, 2016-(Wednesday)- We worked M.O.T for red zone on both 70's .We also located manholes.
- March 10, 2016-(Thursday)- We dug up the ditch crossing on Kelly, Dr to locate water leak .We then cycled valves in the area to isolate the area. We also located manhole for red zone.
- March 11, 2016-(Friday)- We replaced the 10" ditch crossing on Kelly Dr. We then installed a 1 1/4 " valve on N Dade.

Summary for the Week Ending March 11, 2016: Utility Department– A.J. Berndt

Waste Water Plant

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- March 5, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Report of lift station at City Mobile Home Park not working checked station , pumps wouldn't run called LaCroix Electric to check , power feed to pump breaker not making contact , pulled loose and cleaned , station back in service . Pumped down East / West scum pit with small sump pump .
- March 6, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding

tank , cleaned view scale . Utilities repair crew (Delroy) making repairs on leak main reuse feed at golf course , found cracked flange on main line valve , replacing valve assembly with M.J. connections and sleeve . Pumped down East / West scum pit with sump pump .

- March 7, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “C” , Compressor # 2 , and Hydro pump # 2 in service . Cleaned bar screen on top of pre treat . Turned on both reuse pumps for golf course watering . Pumped down East / West scum pit with small sump pump . Power surge through plant , reset fuel tank alarm , made plant walk through to check equipment .
- March 8, 2015 (Tuesday) --- Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Pulled plant samples for reuse tank fill , started filling tank for golf course watering . Plant generator run , made entry in plants fuel oil inspection and generator run log . Call from police department traffic lights out at Brevard Ave. and Hickory St. also Hickory St. and Desoto Ave. called F.P.L. support had repair man dispatched , power restored traffic lights back in operation . Reuse pumps on for golf course watering . Reuse tank full switched flow from tank fill to river discharge , SO2 feeding .
- March 9, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Found #3 INF. pump tripped at power feed panel , reversed leads and run pump backwards to clear obstruction , pump clear back in operation . Set up 2” pump for East / West scum pit to pull floatables out of pit , large pump moves more water to remove scum layer . Reuse pumps on for golf course watering .
- March 10, 2015 (Thursday) --- Batched LC – 300 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Pressed 32 tons of sludge (64,000 lbs.) during work week from East digester , sent to county land fill used for top cover . Found #3 INF. pump tripped out at M.C.C. control panel , reversed power leads to run pump backwards to clear debris from pump , run a bit longer as was second time in two days , hooked leads back proper pump in service . Reuse pumps on for golf course watering .
- March 11, 2016 (Friday) --- Filled Plant truck #1 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Plant EFF. station high level alarm sounding off , found foaming in station causing reader eye to send false signal , washed down foam build up , station operation normal .

Public Works

Public Works Recap for Week 3/5/2016 thru 3/11/2016

Additional Information

PWD attended the weekly Director's meeting. Flashing information signs from DOT were put out for Rodeo traffic and parking, along with cones and barricades for the Police Department. The City Mobile Home Park manager resigned on Monday, March 7th and the Parks Supervisor along with assistance from the Public Works Coordinator have been working to insure that the MHP continues to run smoothly. Future MHP reports will be included in the Public Works report.

Cemetery

The cemetery office was painted. Trees were trimmed and debris was picked up throughout the cemetery. The work shed was cleaned out. Mower blades were sharpened. Three sites were located and marked.

Streets

Trimmed trees on Orange, Gibson and Effie. Patched street cuts on Maple and Watson. Replaced 4 Stop signs that were faded. Patched pot holes on city streets. Fifteen loads of brush were picked up. Received 3 quotes for the Potter Ave. bridge repair. A Streets employee filled in for a Sanitation garbage truck driver for two days.

Sanitation

Daily garbage routes were picked up as normally scheduled.

Parks

Picked up trash at all City parks. Put barricades out for the Rodeo entrances. Mulched and put rocks around flower bed by the "Welcome to Arcadia" sign near Lake Catherine. Mowed at Lake Catherine, Louis Anderson Park, City Hall and Tree of Knowledge. Put out barricades for the downtown event. The Parks Supervisor and Utilities Director attended a class and became certified pool operators to operate McSwain Park's splash pad.

Facility Maintenance

A right-of-way permit was given to a contractor to begin removing trees from the City Mobile Home Park. Pressure washing of the Way Building began, in preparation for the building to be repainted.

Garage

Replaced battery in a WWTP truck. Road call to cut off a meter lock for Utilities Billing. PM performed, repaired coolant leak and replaced serpentine belt on a Sanitation rear load garbage truck. Replaced headlight bulb in a PD vehicle. Replaced air filters, adjusted brooms, repaired water jets for center broom and replaced a battery in the Street Sweeper.

Repaired pole saw for Parks Department. Cleaned connections and wiring harness for the Streets Dept. claw truck. Tightened the belts on the Garage air compressor. The garage area was cleaned.

Inmates

MONDAY: Cleaned out ditches on Hillsborough and Volusia and cleaned dead end area on Osceola Avenue.

TUESDAY: Cleaned out ditch on the corner of Hillsborough and Palmetto.

WEDNESDAY: Cleaned out ditch on Ashley

THURSDAY: Cleaned out ditch behind Oaks Plaza.

FRIDAY: Cleaned up down town. Mowed, weed eaten and trash pick-up at Public Works yard.

